

**U.S. PASSPORT INFORMATION****U.S. Embassy Guatemala City**

(September 2008)

The American Citizens Services unit has an online appointment system for non-emergency passport and citizenship services. The U.S. Embassy in Guatemala City will provide the following passport services by appointment only:

- First-time passport issuance
- Renewal of passports for minor children under the age of 16
- Renewal of passports for applicants who are over 18 years old and whose previous passport was issued before the applicant turned 16 years old
- Replacement of passports issued more than 15 years ago

Appointments can be scheduled online through the following link:

<https://evisaforms.state.gov/acs/default.asp?postcode=GTM&appcode=1>

All passport application forms can be accessed online at:

http://travel.state.gov/passport/forms/forms_847.html.

Applicants are strongly encouraged to complete all the necessary paperwork before arriving at the Embassy and to also bring the suggested supporting documents.

The renewal of passports for adults who are eligible to use the form DS-82 will continue to be on a walk-in basis. You are eligible to use form DS-82 if you fulfill each of the following: submit your most recent U.S. passport with your application, were at least 16 years old when your most recent U.S. passport was issued, were issued your most recent U.S. passport less than 15 years ago and are either using the same name as on your most recent U.S. passport book or have had your name changed by marriage or court order and can submit proper documentation to reflect the name change.

Hours of service for passports renewals using form DS-82 on a walk-in basis are on Monday through Thursday, 7:30am to 12pm and 1:00pm to 3:30pm, and on Fridays from 7:30am to 11:30am. The American Citizen Services Unit will be closed to the public on the second and last Friday of each month and the third Thursday of each month, except for emergencies. Please note also that the Embassy is closed for official U.S. and Guatemalan holidays.

Passport applications must be sent to the United States for printing, and therefore, take ten calendar days to process. Emergency passports are only approved under special circumstances and are only valid for direct return to the United States. Please fill out all forms in **BLACK INK**. Under certain circumstances, additional documentation may be required by the Consular Officer.

All fees for passport services must be paid at the Embassy in cash or by credit card. Payment may be made in U.S. dollars or the equivalent in Quetzales. Money orders, bank checks, or personal checks are not accepted.

ALL PASSPORT APPLICANTS MUST APPEAR IN PERSON

FIRST TIME APPLICANTS must submit:

1. Proof of U.S. Citizenship: The most common evidence of citizenship is one of the following: a U.S. birth certificate (original or certified copy), Certificate of Naturalization from DHS, an expired fully valid U.S. passport, or Consular Report of Birth Abroad, (Form FS-240). Other acceptable proof includes Certification of Birth Abroad (Form DS-1350) or a Certificate of Citizenship from DHS. NOTE: Social security cards, driver's licenses, and voter registration cards are NOT proof of citizenship.
2. Proof of identity: Common proofs of identity include: driver's license, passports of another nationality, school identification card, school diploma, or residency card. Acceptable proof is any government/official document with **both name and picture**. If the applicant is a minor who has not had a previous U.S. passport, family photographs of the child in the United States are required. NOTE: A birth certificate is NOT proof of identity.
3. Three (3) color passport photos, 2" x 2" on a white background.
4. Fees are \$97.00 for adults (16 and older) and \$82.00 for children.
5. **For applications for children under 16 years old**, both parents must appear with the child and sign the application. (This requirement takes effect February 1, 2008 – previously the age limit was 14)
 - **If only one parent is present**, the applying parent must submit a signed notarized statement in English from the non-applying parent consenting to the passport issuance **or** primary evidence of sole authority to apply, such as one of the following: a) a court order of sole custody; b) death certificate of the non-applying parent; or c) a birth certificate that lists only the applying parent. If no such evidence is available, the applying parent should submit a signed notarized statement in English, that includes the child's name and date of birth, explaining why the non-applying parent's consent cannot be obtained.
 - **If neither parent is present**, a notarized written statement or affidavit in English signed by both parents authorizing a third-party to apply for a passport must be submitted. When the statement is from only one parent, the third-party must present evidence of sole custody of the authorizing parent.

The application must also include the following:

- Long form of the birth certificate that includes the names of the child's parents.
- Proof of identity of both parents or the authorized third party.

TO RENEW A PASSPORT submit:

1. Your current passport. If your current passport is unavailable, please read instructions for lost or stolen passport.
2. Three (3) color passport photos, 2" x 2" on white background.

3. Fees are \$67.00 for adults, \$82.00 for children under 16, and \$97.00 for those applicants 16 and older whose previous passport was valid for only 5 years.
4. Family photographs may be required in order to establish the growth of minor children. These photos should range between the age in which their previous passport was issued up to their current age.
5. **For renewal applications for children under 16 years old**, both parents must appear with the child and sign the application. (This requirement takes effect February 1, 2008 – previously the age limit was 14)
 - **If only one parent is present**, the applying parent must submit a signed notarized statement in English from the non-applying parent consenting to the passport issuance **or** primary evidence of sole authority to apply, such as one of the following: a) a court order of sole custody; b) death certificate of the non-applying parent; or c) a birth certificate that lists only the applying parent. If no such evidence is available, the applying parent should submit a signed notarized statement in English, that includes the child's name and date of birth, explaining why the non-applying parent's consent cannot be obtained.
 - **If neither parent is present**, a notarized written statement or affidavit in English signed by both parents authorizing a third-party to apply for a passport must be submitted. When the statement is from only one parent, the third-party must present evidence of sole custody of the authorizing parent.

The application must also include the following:

- A long form of the birth certificate that includes the names of the child's parents.
- Proof of identity of both parents or the authorized third party.

TO REPLACE A LOST, STOLEN OR MUTILATED PASSPORT submit:

1. Evidence of U.S. citizenship. The most common evidence of citizenship is a U.S. birth certificate (original or certified copy), Consular Report of Birth Abroad of a Citizen of the United States of America (Form FS-240 hereafter CRBA), Certification of Report of Birth (Form DS-1350), Certificate of Citizenship, Naturalization Certificate, expired U.S. passport, etc.
2. Proof of identity. The most common are driver's license, previous passports, school identification card, school diploma, residency card or any other government/official document with name and picture. If the applicant is a minor, family photographs of the child in the United States will have to be presented.
3. Three (3) color passport photos, 2" x 2" on a white background.
4. Fees are \$97.00 for adults (16 and older) and \$82.00 for children.

5. **For replacement applications for children under 16 years old**, both parents must appear with the child and sign the application. (This requirement takes effect February 1, 2008 – previously the age limit was 14)
- **If only one parent is present**, the applying parent must submit a signed notarized statement in English from the non-applying parent consenting to the passport issuance **or** primary evidence of sole authority to apply, such as one of the following: a) a court order of sole custody; b) death certificate of the non-applying parent; or c) a birth certificate that lists only the applying parent. If no such evidence is available, the applying parent should submit a signed notarized statement in English, that includes the child's name and date of birth, explaining why the non-applying parent's consent cannot be obtained.
 - **If neither parent is present**, a notarized written statement or affidavit in English signed by both parents authorizing a third-party to apply for a passport must be submitted. When the statement is from only one parent, the third-party must present evidence of sole custody of the authorizing parent.

The application must also include the following:

- Long form of the birth certificate that includes the names of the child's parents.
- Proof of identity of both parents or the authorized third party